

## RECORDS RETENTION AND DISPOSAL SCHEDULE

PUBLIC DEFENDER

Central and District Offices

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>INDEX TO PUBLIC DEFENDER CASE FILES</u> This is an alphabetical name card index to the numerical case file described in Item 2.	Destroy after microfilming index cards to closed cases. Retain microfilm permanently.
2.	<u>PUBLIC DEFENDER CASE FILES</u> This file consists of numerically arranged case folders containing documents collected by the Public Defender in his/her role as the legal representative of the indigent accused in the Maryland State Courts. Separate case files are maintained in each district for matters which arise in (a) the Circuit Courts (Supreme Bench in Baltimore City), (b) the District Courts, and (c) juvenile matters. Disposal instructions for each category are as follows:  a. Circuit Court Cases (Supreme Bench in Baltimore City).  b. District Court Cases  c. Juvenile Cases	          Retain for twelve (12) years after case has been closed, then destroy.          Retain for three (3) years after case has been closed, then destroy.          Retain for three (3) years after case has been closed, then destroy.

Schedule approved by Department, Agency or Division Representative

*Alvin H. Murrell*

Signature

*Public Defender*

Title

*2/21/78*

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

MAR 17 1978

Date

*Edward H. [Signature]*

Archivist

Date

Secretary